

RESOLUTION 15-09

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURE MANUAL FOR HYRUM CITY CORPORATION TO FURTHER DEFINE EMPLOYEE CLASSIFICATION FOR ELECTED AND APPOINTED OFFICIALS.

WHEREAS, on March 19, 1998, the Hyrum City Council adopted a personnel policy manual known as "Personnel Policies and Procedures Manual for Hyrum City Corporation" and on December 5, 2013 readopted the Personnel Policy Manual after major revisions were made; and

WHEREAS, said manual sets forth those policies pertaining to personnel conduct, conditions of employment, employment classification, work week, benefits, payroll, and related matters; and

WHEREAS, Section XII of the manual establishes employment classifications and defines the number of hours and benefits associated with each position; and

WHEREAS, upon recommendation from the Utah Retirement System the City Council has determined there is a need to define employee classification for Elected and Appointed Officials.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum, Cache County, Utah, that Section XII. 2 of the "Personnel Policies and Procedures Manual for Hyrum City Corporation" is hereby amended to read as follows:

2. EMPLOYMENT CLASSIFICATIONS. There are eight classifications of employees within Hyrum City:

- A. Elected Official. Mayor, City Council, and Judge are elected officials and serve in a position where there is not a normal work week and/or works less than twenty (20) hours per week do not qualify for any Hyrum City benefits including retirement with the Utah State Retirement System. Elected Officials who are considered Tier 1 employees by the Utah Retirement System may be eligible for retirement benefits with the Utah Retirement Systems if wage meets Utah Retirement System requirement. Elected Officials are considered Part-Time Non Benefited employees for all intent and purposes.
- B. Appointed Official. City Recorder and City Treasurer are appointed officials and serve for an indefinite

period in a position for which the normal work schedule is forty (40) hours per week may qualify for specific Hyrum City Benefits (such as health, dental, life, and disability insurances; retirement with the Utah Retirement System; vacation and sick leave; etc.). Full time Appointed Officials are considered Full-Time employees for all intent and purposes.

- C. Full-time. An employee hired for an indefinite period in a position for which the normal work schedule is forty (40) hours per week. Full-time employees may or may not qualify for specific Hyrum City benefits.
- D. Part-time with Benefits. An employee hired for an indefinite period in a position for which the normal work schedule is more than (20) hours but less than (40) hours per week. Part-time employees with benefits qualify for Utah State Retirement System coverage, annual leave, sick leave, and holiday leave.
- E. Part-time Non Benefited. An employee hired for an indefinite period in a position for which the normal work schedule is less than thirty (30) hours per week. Part-time Non Benefited employees do not qualify for Hyrum City benefits.
- F. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees do not qualify for Hyrum City benefits.
- G. Seasonal. An employee hired for a position which is required less than five months, typically April through September. Seasonal employees do not qualify for Hyrum City benefits.
- H. Volunteers. Those serving on various boards and committees in an unpaid capacity.

THIS RESOLUTION shall become effective upon adoption.

ADOPTED this 4th day of June, 2015.

HYRUM CITY CORP.

BY: _____
Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder